

Fallbrook church

Children's Director Position Description

OVERVIEW

The Children's Director has the management responsibility for the leadership of infants through the completion of the 5th grade. The Children's Director reports immediately to the Executive Pastor. He/She is expected to be available for all church staff assignments and church-wide ministry events. Additionally, in the spirit of teamwork, the Children's Director is also expected to be available for any other projects as needed and offer his/her time, skills, and gift sets as they apply toward the ongoing welfare and edification of the church.

Minimum Requirements: Bachelor's Degree, 3 years paid church staff experience, and can successfully complete a Criminal Offender Record Information (CORI) review.

The ideal candidate is someone who...

SPIRITUAL AND PERSONAL

- Is a believer who maintains a life of personal spiritual development and accountability.
- Takes advantage of appropriate opportunities to spiritually train and lead constituency.
- Makes your family your priority by striking appropriate balance between ministry requirements and Biblical family focus.
- Refrains from any social or private behavior considered or interpreted as unbecoming of a Christian and a devoted follower of Christ.

RELATIONSHIP TO THE CHURCH, SENIOR PASTOR, ELDERS AND STAFF

- Practices a philosophy of following pastoral leadership.
- Demonstrates loyalty to the church, Senior Pastor, Executive Pastor and Elders.
- Is a team player who demonstrates a desire and ability to help make the other staff members successful.
- Relates well to others on a professional and personal level.
- Maintains the highest level of confidentiality.

PRIMARY CHILDREN'S DIRECTOR RESPONSIBILITIES

- Oversees children, infant through 5th grade.
- Oversees the Children's Church Coordinator.
- Develops, recruits, trains and supervises all teachers and volunteers.
- Coordinates all children's activities (childcare, VBS, camping trips, holiday events, etc.)
- Reviews and coordinates all children's curriculum, in conjunction with the Executive Pastor.
- Coordinates with charter school regarding the use of Children's Ministry classrooms.
- Develops budgets for all Children's projects (childcare, VBS, holiday events, etc.)
- Coordinates with the Director of Media and Communication and the Marketing and Media Coordinator in the advertisement of all Children's activities.

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- Manages the day-to-day ministerial and business affairs of the Children and Youth Ministry.
- Develops age-appropriate Bible Studies and Sermons for Children and Youth.
- Leads a weekly Children's Staff meeting.
- Actively mentors all professional staff for the purpose of elevating their level of performance.
- Provides leadership and decision making when needed.
- **Any other assigned duties as directed by the Senior Pastor, Elders, Executive Pastor or Executive Office Manager.**

STAFF ACCOUNTABILITY

- Fosters an attitude of professional excellence in working with each ministry area.
- Creates and maintains a superior working environment.
- Is a **team player** who exemplifies a positive, "can do" attitude
- Participates in weekly staff meetings.
- Understands that the staff is one—working together for the health of the whole for the glory of God and the unity of our staff.
- Performs other duties as assigned by the Senior Pastor, Elders or Executive Pastor.

Please send resume and cover letter to jobs@fallbrookchurch.org.